

This position serves as the Director of the Bureau of Classification and Compensation (BCC) in the Division of Personnel Management (DPM) in the Department of Administration (DOA). This manager oversees the Bureau responsible for classification and compensation administration on a statewide basis. The position manages programs through professional staff and a Human Resources Program Officer. The manager also defines delegation for non-shared services agencies and workflow through shared services agencies in a regional model. The position is responsible for ensuring consistency across all state agencies. Decisions require interpretation and innovation to ensure that the spirit and intent of the civil service law and legislative directives are carried out while advancing innovative approaches to problem solving and research of best practices.

This position reports to and serves as the advisor to the Division Administrator and Deputy Administrator on classification issues, classification structure, compensation administration, compensation plan development, market surveys, and all laws and regulations related to compensation administration including the Fair Labor Standards Act (FLSA), Workers Compensation, Equal Pay Act, etc. The Director provides administration oversight including policy development, implementation and enforcement, training programs, and technical assistance to staff and management throughout the enterprise.

TIME % GOALS AND WORKER ACTIVITIES

- 40% A. OVERSEE ADMINISTRATION, INTERPRETATION AND DEVELOPMENT OF THE STATE COMPENSATION PLAN AND COMPENSATION REGULATIONS.**
- A1. Working closely with the DPM Administration, analyze financial funds availability for compensation adjustments.
 - A2. Gathering input from state agencies, determine compensation priorities for each biennial budget cycle. Lead BCC efforts towards addressing priorities with innovative solutions.
 - A3. Lead BCC efforts towards the creation of state compensation plan. This includes new language, modified language, market distribution of funds, changes in pay progression, supplemental pay or other employee compensation changes.
 - A4. Lead BCC staff in creation and modification of policy directives including WI Human Resource Handbook chapters, bulletins, and related procedural changes related to compensation.
 - A5. Assign staff to oversee the research of policy questions and advisory opinions related to compensation and federal wage regulations in consultation with the administrator and legal counsel. Review, as necessary, replies to policy inquiries and requests for interpretation of compensation policy to ensure consistency across the enterprise.
 - A6. Determine and approve compensation delegation agreements with non-shared services agencies and workflow for approvals within the regional model and shared services agencies not yet assigned to a region.
 - A7. Ensure consistent and legal application of all federal laws including FLSA. Assign review of FLSA change requests, appeals or inquires to staff and review decisions.
 - A8. Develop an audit process related to compensation administration that ensures a consistent approach to expanding approval of transactional compensation adjustments throughout the enterprise.
 - A9. Work closely with other bureaus and sections to make sure compensation decisions align properly with other human resources functions.
 - A10. Approve pay schedule/plan and range/grade assignments and reassignments.
 - A11. Approve, or delegate approval of, Temporary Appointment Maximums, Hiring Above the Minimum, or Raised Minimum Rates for classifications and specific recruitments. Monitor issues related to compensation needs for specific classifications and address problems with available tools as opportunities arise.
 - A12. Oversee the review and approval of Discretionary Equity and Retention Adjustments and Discretionary Merit Compensation in accordance with compensation plan guidelines and DOA directives.
 - A13. Direct the development of costing proposals for collective bargaining.

25% B. OVERSEE CLASSIFICATION ACTIVITIES.

- B1. Oversee classification administration activities including but not limited to classification plan development, specification creation and modification, personnel management surveys, classification appeals, reclassification and reallocation processes, etc.
- B2. Determine and approve classification delegation agreements with non-shared services agencies and workflow for approvals within the regional model and shared services agencies not yet assigned to a region.
- B3. Develop an audit process related to classification administration that ensures a consistent approach to expanding approval of classification decision-making throughout the enterprise.
- B4. Determine classification survey priorities based on requests from agencies, staff elevating problems, and known recruitment and retention problems.
- B5. Assign classification survey work to staff throughout the enterprise. This includes utilizing all resources within the central bureau as well as regional staff assigned to agencies.
- B6. Monitor the updating and development of classification specifications.
- B7. Determine appropriate job groups and Equal Employment Opportunity codes for classification as they are created or modified in partnership with Bureau of Merit Recruitment & Selection (BMRS) and Bureau of Equity and Inclusion (BEI).
- B8. Working with Division Administration, determine service level agreements for classification transaction approval that meets the needs of agencies while ensuring a consistent practice across the enterprise.
- B9. Provide liaison across bureau lines to align classification activities and functions in support of the BMRS, Bureau of Employee Management, and the BEI.

20% C. PROVISION OF SUPERVISION, LEADERSHIP, CONSULTATION AND TECHNICAL ASSISTANCE TO BCC STAFF.

- C1. Provide supervision and management to direct reports including establishing and evaluating performance goals and expectations.
- C2. Establish performance measures for the bureau. Oversee and periodically evaluate bureau performance and achievement of goals and objectives.
- C3. Lead the design or redesign of BCC programs, policies and procedures across the enterprise.
- C4. Develop work priorities and adjust schedules as department and bureau program needs require. Oversee the assignment of work and distribution of responsibilities for BCC staff and consult with Administrator regarding the reallocation of duties and assignments as needed.
- C5. Conduct regular meetings with team members to ensure unity of effort, consistency, and share best business practices.
- C6. Coordinate staff activities in the development and provision of training programs conducted by staff of the BCC. Update existing training and create new training programs to achieve consistency across the enterprise among human resources professionals.
- C7. Assign staff to be instructors. Conduct audits of training as it is being delivered to facilitate evaluation analysis and provide constructive recommendations for program and delivery improvement.
- C8. Mentor new staff and assist senior staff in their professional development as needed.
- C9. Review and monitor the quality of work products of individual staff members.

15% D. ADMINISTRATIVE AND PROFESSIONAL CONSULTATION AS PART OF THE DPM MANAGEMENT TEAM

- D1. Prepare any necessary policy changes for the Administrator when legislative process is required (e.g. Statutes and Administrative Code).
- D2. Respond to both general and specific inquiries and information requests from the public, legislators, other governmental units, and other interested parties regarding a broad spectrum of human resources related matters.
- D3. Participate in division management team meetings, supporting management's direction of the division in the execution of duties and responsibilities.
- D4. Assure that the Division Administration and DOA Secretary's Office is briefed on the progress of compensation plan development, significant classification issues being addressed, active policy issues for decision making and other BCC areas of responsibility with large scale impact.
- D5. Work closely with the Human Resources Operations and Analytics Section as well as DOA Central Payroll on implementation plans for classification and compensation activities impacting employee records.
- D6. Work together with the management team to develop and monitor the division and bureau budget.
- D7. Implement program objectives in compliance with AA/EEO policy.
- D8. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of human resource principles and practices including compensation, classification, training, payroll, and AA/EEO.
- Knowledge of complex managerial principles and practices, including leadership and supervisory methods, complex budget processes and financial management
- Knowledge of principles and practices of program management, long range planning and policy development
- Considerable knowledge of state and federal statutes, administrative rules and departmental policies and procedures as it relates to assigned program areas
- Excellent written and verbal communication skills
- Excellent Interpersonal skills, mediating conflict, coaching and counseling employees, subordinates and peers as well as effective union/management relations and cooperation
- Knowledge of Wisconsin state government organization, general operations, systems, environment and traditions
- Knowledge of principles and practices of quality improvement programs, and issues including understanding of customer needs and satisfaction, continuous improvement and development of measurable performance measures
- Knowledge of techniques for monitoring and evaluating job performance
- Outstanding skill in managing customer relations
- Strong knowledge of computer information technology including HR information systems and Microsoft Office Suite
- Conflict resolution skills and abilities
- Ability to make sound, independent decisions and to execute such decisions effectively
- Excellent organizational skills and ability to prioritize